

Note to all CC employeesL

The following Thrift Savings Plan Open Season notice is being forwarded to all Clinical Center employees. Title 42 employees with pay schedule code "AD" are reminded they cannot use the Employee Express option for this TSP Open Season.

If additional information is needed please contact your servicing Human Resources Assistant in the Clinical Center HR Office at 301-496-6924 or 6100 Executive Blvd, Room 3E01.

Barbara Lang, Associate Personnel Officer

Oct. 11, 2002 TSP#24

THRIFT SAVINGS PLAN OPEN SEASON

The Thrift Savings Plan is having another Open Season from October 15 through December 31, 2002. All FERS, CSRS and CSRS Offset employees who were hired **before December 1, 2002** have an opportunity to change their current election, or make an initial participation election.

The features of the Plan and directions on how to make a Plan election or to change your current withholding are described in the Thrift Savings Plan (TSP). The revised *Summary of the Thrift Savings Plan for Federal Employees* booklet (May 2001), provides detailed information and is available from your servicing Human Resources Assistant in the Clinical Center HR Office at x66924. Another booklet, *Guide to TSP Investments*, for the serious investor, is also available from your servicing Human Resources Assistant in the Clinical Center HR Office at x66924. Both booklets are also available on the TSP web site at www.tsp.gov.

ELIGIBLE EMPLOYEES

The following employees are eligible to contribute to the TSP:

- FERS employees hired before December 1, 2002, with continuous service since that time; and
- CSRS and CSRS Offset employees hired or rehired before December 1, 2002

(CSRS Offset employees are those employees who were rehired on or after January 1, 1984, after more than a one-year break in service, and who had 5 years or more of civilian service when FERS went into effect on January 1, 1987, or had 5 or more years of civilian service at the time of their separation from Federal service.)

Excluded from this TSP Open Season are FERS employees hired after November 30, 2002, and most temporary employees with appointments limited to one year or less. (New FERS employees hired after November 30, 2002 and rehires after that date will have 60 days from the date of hire or rehire to elect to contribute to the TSP.)

NOTE: Agency Automatic (1%) and Matching Contributions for FERS employees will not begin until the second open season after hire, i.e.; FERS employees hired between June 1 and November 30, 2002 will begin receiving agency contributions starting with the first pay period in June, 2003.

SIGNING UP

If you wish to join, change or terminate your enrollment in the TSP, you should complete the Thrift Savings Plan Election Form (TSP-1) , which you can get from the TSP web site at www.tsp.gov or your servicing Human Resources Assistant in the Clinical Center HR Office at x66924 . You may choose instead to use **Employee Express**. FERS employees may elect up to 13% of basic pay and CSRS and CSRS Offset employees may elect up to 8% of basic pay. If you wish to change the percentage or dollar amount or your current contributions, you need to indicate the total percentage or dollar amount, not the amount by which you want to increase your contribution. If you do not wish to join, change, or terminate your enrollment, you do not need to complete a form.

SUBMITTING YOUR TSP ELECTION FORM

You should submit your completed TSP-1 to your servicing Human Resources Assistant in the Clinical Center HR Office at 6100 Executive Blvd Rm. 3E01. In order for your election to be effective on the earliest date possible, December 1, 2002, it must be submitted to the Clinical Center HR Office no later than COB November 29, 2002. If you submit a TSP-1 after that date, but during the Open Season, your contributions will begin in a subsequent pay period. **You may make only one election during open season, unless you later choose to terminate your enrollment.**

EMPLOYEE EXPRESS - (REMINDER for Title 42 Employees with pay schedule code "AD",

you should not use Employee Express for this TSP open season.)

You may use **EMPLOYEE EXPRESS (EE)** to make your open season election instead of using the TSP-1. You may use either a touch-tone telephone or access the web at www.employeeexpress.gov. If you have lost your PIN you may contact the **EMPLOYEE EXPRESS HELP DESK** at **(478) 757-3030**. The numbers to call to access **EE** are **(478) 757-3088**, **Toll Free 1-800-573-0940**, or **TDD (478) 757-3117**. Further help may be obtained by calling the **HRPS HR Solutions Team** at **(301) 496-4556**.

ALLOCATION ELECTIONS

The law permits all participants to elect to put their contributions into any of the 5 TSP Funds. These Funds are: Government Securities Investment (G) Fund, Fixed Income (Bond) Index Investment (F) Fund, Common Stock Index Investment (C) Fund, Small Capitalization Stock Index Investment (S) Fund, and International Stock Index Investment (I) Fund. CSRS and CSRS Offset employees may choose to allocate their

contributions among these Funds. FERS employees may choose the same type of allocation and their 1% Automatic and Agency Matching Contributions will also be allocated based on this election. FERS employees who do not wish to contribute may still elect to allocate their 1% Automatic Contributions.

To allocate your contributions you must obtain Form TSP-50, Investment Allocation, from your servicing Human Resources Assistant in the Clinical Center HR Office at x66924. You must send the completed form to the TSP Service Office (the address is on the form), NOT to the Clinical Center HR Office. You may instead choose to use the more efficient electronic media (i.e., the TSP web site at www.tsp.gov or the Thrift Line at 504-255-8777), for which you will need you TSP PIN.

INTERFUND TRANSFERS

Employees may make up to 12 Inter-Fund Transfer elections each calendar year (no more than 1 per month). This allows participants to reallocate their past contributions, 1% Automatic and Agency Matching Contributions, and earnings on their accounts among the five Funds. **The Form TSP-50 or electronic media is used for this purpose, also.**

ANNUAL LIMITATION

Effective December 1, 2002, FERS employees will be able to contribute up to 13% of their basic pay each pay period. However, under IRS rules, the maximum contribution that can be made in tax year 2003 is **\$12,000**. Those FERS employees whose annual salary exceeds **\$92,250** may wish to contact the Clinical Center HR Office for assistance in determining if they need to adjust their TSP contributions in order to maximize their Agency Matching Contributions. If the maximum is reached before the end of the year, the Agency Matching Contributions will stop and only the 1% Automatic Contributions will continue. (See Page 39 of the *Summary* booklet for more information about the tax limit.)

PARTICIPANT STATEMENTS

In April and October, at the start of each Plan Open Season, the Thrift Investment Board will mail all FERS employees and participating CSRS employees Participant Statements with current information on the balance they have in the Plan and a summary of the activity in their accounts during the previous six-month period. In addition, current participants will receive "Highlights" pamphlets giving them information as to the overall performance of the Plan to date and recent changes made to the Plan.

If you are currently participating and you do not receive a Participant Statement by early November, contact your servicing Human Resources Assistant in the Clinical Center HR Office at x66924 to assure that your mailing address is correct. If your address is incorrect, provide us with the correct information and request that we order a duplicate statement.